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September 22, 2009

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking information on office space in Oconee, Pickens and Anderson Counties. Attached is a summary of requirements. You are invited to submit information on properties for lease which may meet the criteria. Please direct your responses and inquiries to Michelle Phillips, whose contact information is included on the attached lease criteria form.

This is a request for information on available office space only and NOT a solicitation for lease proposals. We request that all information on properties meeting the criteria be submitted to the Real Property Services office on or before **5:00 PM, October 2, 2009**.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/mjp
attachment

REQUEST FOR PROPERTY INFORMATION ON AVAILABLE OFFICE SPACE

ISSUE DATE: SEPTEMBER 22, 2009

RETURN PROPOSALS TO: MICHELLE PHILLIPS
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
PHONE: (803) 734-6062 FAX: (803) 737-0592
E-MAIL: mphilips@gs.sc.gov

INFORMATION REQUESTED BY: OCTOBER 2, 2009

SUBMITTALS MUST BE IN WRITING AND SHOULD INCLUDE INFORMATION ON CURRENTLY AVAILABLE OFFICE SPACE THAT MEETS THE CRITERIA SET FORTH HEREIN. ALL SUBMITTALS MUST SPECIFY AVAILABLE FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET.

LEASE CRITERIA

RENTABLE AREA (SF): ± 17,000 SQ FT

NUMBER OF EMPLOYEES: 110

COUNTY: OCONEE / PICKENS / ANDERSON

PROPOSED USE: OFFICE SPACE

PREFERRED LOCATION: WITHIN 15 MINUTES DRIVING TIME FROM CLEMSON UNIVERSITY CAMPUS

PARKING
REQUIREMENTS: 130 SPACES

SPECIAL NEEDS
REQUIRED: *PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE
*MUST MEET ZONING REQUIREMENT FOR PROPOSED USE
*ECONOMICAL AND EFFICIENT SPACE UTILIZATION
*AVAILABLE ACCESS 24 HOURS A DAY, 7 DAYS A WEEK, 365 DAYS PER YEAR
*SEPARATE EQUIPMENT ROOM W/ INDEPENDENT HVAC UNIT ±250 - 300 SQ FT
*MUST BE PRE-WIRED, OR SUITABLE FOR WIRING, WITH HIGH SPEED FIBER
OPTIC DATA TRANSMISSION CABLES

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